GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Revenue Department – Survey and Land Records Department – Functions (Job-Chart) of the Village Surveyors (Grade-I, II & III) – Revised - Orders - Issued.

REVENUE (SERVICES – III) DEPARTMENT

G.O.Ms.No.30 Dated: 30.01.2023.

Read the following:-

1. G.O.Ms.No.419, Revenue (Ser.III) Department, dt.27.09.2019.
2. E-Office File Computer No.1944418 received from the Commissioner, S.S.&L.Rs., A.P., Vijayawada.

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O R D E R:

In the reference 1st read above, Government have formulated Job Chart of Village Surveyors - Grade – I, II & III by fixing (20) functions to them and ordered that the said functions shall be followed by Village Surveyors strictly.

2. In reference 2nd read above, the Commissioner, Survey Settlements and Land Records, Andhra Pradesh, Vijayawada has submitted proposals stating that to rationalize the Job-Chart of Village Surveyors in the interest of efficient service delivery and requested to issue orders accordingly.

3. Government after careful examination of the proposed new Job-Chart, and hereby accepted and fixed the following functions to the Village Surveyors- Grade-I, II & III:

I. DEMARCATIONS (F-lines): Pointing out F-lines on application from parties and Government bodies including approved layouts.

II. SUB-DIVISION WORK AND INCORPORATION OF CHANGES:

a. Survey of Gramakantam, detailed street survey / Town Survey.

b. Measurement work of new Subdivisions or clubbing of old subdivisions applied by citizens, and as entrusted by the Commissioner, SS&LRs, Andhra Pradesh from time to time and incorporation of the same in both village accounts after getting them scrutinized by the competent authority.

III. GRIEVANCE PETITIONS:

To attend all Grievance petitions applied at GSWS, referred by department authorities and submit timely reports.

IV. RENEWAL OF MISSING SURVEY MARKS:

a. Issue of draft notices under Section 15(2) of the Survey and Boundaries Act to the concerned for renewal of missing / damaged / removed survey points / Survey marks / Ground Control points in the villages in his jurisdiction.

b. Renewal of missing stones detected for which section 15(2) notices have been served after completion of stipulated period.

V. INSPECTIONS:

Inspection of 10% maintainable survey points / Survey marks / Ground Control points in the Villages in his jurisdiction every month.

VI. CORRECTION OF RECORDS:

Measurement and plotting of subdivisions in the village copy of FMB/LPM/PPM and correction of related Village Accounts, under the orders of the Competent Authority.

VII. GENERAL INSTRUCTIONS:

a. Should attend the inspections of all the Higher officers as and when informed.
b. Servicing and Maintenance of Survey instruments and Equipment allotted to Village Surveyors.
c. Submission of monthly tour dairies, monthly progress statements and any information as may be prescribed by Commissioner, SS&LRs, Andhra Pradesh.
d. Conduct survey operations using modern / survey instruments like ETS, DGPS / CORS or any other equipment or technology adopted the Department from time to time.
e. Assist Village Revenue officer(VRO) as and when called to do so.

VIII. Performance indicators

Sl.No.	Indicators	Target	Periodicity
1	F-line petitions and Disposals	1	15 Days
2	All types of Sub Division Work pertaining to a. Patta Sub divisions b. RoR Sub divisions	7	20Days
3	Grievance Petition	1	One Day
4	Assist to Court Commissions	1	Day

4. The above shall be the order of priority in carrying out duties where there are multiple duties on hand at the same time. Within a category, the principle of first in-first out shall be followed.

5. The above functions shall be followed by Village Surveyors strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G SAI PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner, Survey, Settlements and Land Records, Andhra Pradesh, Vijayawada.
The Director, GVWV&VSWS Department, A.P., Vijayawada.
All District Survey & Land Records Officers (through the Commissioner, SS&LRs, A.P., Vijayawada).
All the District Collectors. (through Commissioner of Survey, Settlements and Land Records, Andhra Pradesh).

Copy to:

The Chief Commissioner of Land Administration, Andhra Pradesh, Mangalagiri, Guntur.
The OSD to Minister for Revenue.
The P.S. to Spl.C.S.(Lands.)
The Stock File/Spare Copy.

//FORWARDED :: BY ORDER//

SECTION OFFICER